

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF56DesignatedOSC Audit, Accounting, Compliance, Security and Revenue Recovery Services (Information Management, Security, PCI Compliance)

This Job Aid shows how to:

- Search for Active Statewide Contract PRF56DesignatedOSC Audit, Accounting, Compliance, Security and Revenue Recovery Services (Information Management, Security, PCI Compliance)
- Utilize Required Quote Form and Statement of Work (SOW) for Engagement with Approved Vendors

Comm-PASS Welcome to the Commonwealth's sole online procurement record site. Public record access is always FREE. [Ask A Question](#)

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

BUYSMART
Buyers: Better manage the procurement process with BUYSMART, the FREE online system for Massachusetts public entities from Comm-PASS.

Buyer LoginID
Password
[Login/Agree](#)
[Terms of Use](#)
[Retrieve Forgotten Login ID](#)
[Reset Forgotten Password](#)

BUYSMART Helps you:

- > Receive more qualified competitive bids
- > Streamline workflow
- > Increase procurement efficiency
- > Simplify filing with an electronic paperless system [more benefits...](#)

Buyer Tip - NEW!

- > Procurement Law [learn more...](#)
- > Procurement Type [learn more...](#)
- > Copy Function [learn more...](#)

OSD Procurement Schedule
Review this summary schedule of Operational Services Division's upcoming procurement activity.

OSD Events and Training

Opportunities Currently Exceed \$6.07 Billion

Select Images To Access Authorized Statewide Contract Vendor Ads

MASSbuys EXPO **Is Your Business Eligible? SBPP** **This Space Available! For More Information** **Save Smart** **B-C-A-M**

Fiscal Year 2013 Small Business Purchasing Program Benchmark Issued
The Operational Services Division is pleased to announce the issuance of the Fiscal Year 2013 benchmark for the Small Business Purchasing Program (SBPP). In an effort to increase the use of small businesses in public purchasing, Executive Branch Departments are strongly encouraged to spend 2.5% of annual procurement expenditures with small businesses enrolled in the SBPP. By issuing this benchmark, Executive Branch Departments have a greater incentive to support the existence and growth of small businesses in the Commonwealth by continuing to invest in Massachusetts-based small business enrolled in the SBPP.

The Small Business Purchasing Program was established in 2010 to support small businesses in the Commonwealth. To enroll in the program, please follow these five [steps](#).

New How To Locate and Read Statewide Contracts and Find Contract Vendors
The Operational Services Division is happy to announce a new feature of the Comm-PASS System. Based on user feedback, the Comm-PASS team has designed new, easy to use and highly accessible Statewide Vendor Reporting and Search functionality. Without requiring login credentials or more than a few clicks, one can browse all Active Statewide Contracts and Vendors and Search for Active Statewide Contract Vendors. Results include links directly to contracts, vendor details - and all search results can be exported in Microsoft Excel. The Vendor list contains many attributes you have requested in Comm-PASS such as designated icons to show Small Business Purchasing Program participation or Supplier Diversity Program SDO certification. This enhancement saves time and makes Statewide Contracts more accessible for all users. Job Aid [more](#).

Announcing Time-Saving Enhancements to the Comm-PASS Bidders Forum
The Comm-PASS Forum is an online opportunity to field Bidder Questions on an open solicitation prior to bid submission. An online Forum is a buyer tool available in Comm-PASS that allows potential bidders or anyone interested in a specific solicitation to post questions online and allows the buyer to post answers to the questions. Questions and answers posted to the Forum are accessible to all Comm-PASS users.

Enhancements to the Forum have significantly reduced the data entry for buyers. Instead of posting answers to each question one at a time, buyers can now answer all of the submitted questions and upload all of the answers in one key stroke. The newly enhanced Forum also allows for easier viewing of all of the questions and answers.

We encourage you to take advantage of the new and improved Forum. Any questions, please contact the Comm-PASS Help Desk at comm-pass@state.ma.us.

Subscriptions to Comm-PASS SMARTBID are Free
Businesses interested in bidding on contract opportunities offered through the Commonwealth's procurement access and solicitation system Comm-PASS may enroll in the SMARTBID electronic bidding system at no cost. Free access to SMARTBID will

SMARTBID
Vendors: Stay on top of contract opportunities by subscribing to SMARTBID, the new online subscription service from Comm-PASS.

Vendor LoginID
Password
[Login](#)
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SMARTBID Lets you:

- > Track bids online through the entire process
- > Get emails about amendments and updates
- > Receive emails with new solicitations / contracts that meet your criteria
- > List in the publicly accessible Comm-PASS Business directory [more benefits...](#)

Vendor Tip - NEW!

- > Areas of Interest [learn more...](#)
- > Business Directory [learn more...](#)
- > Getting on the list [learn more...](#)

Step 1

Visit Comm-PASS homepage:

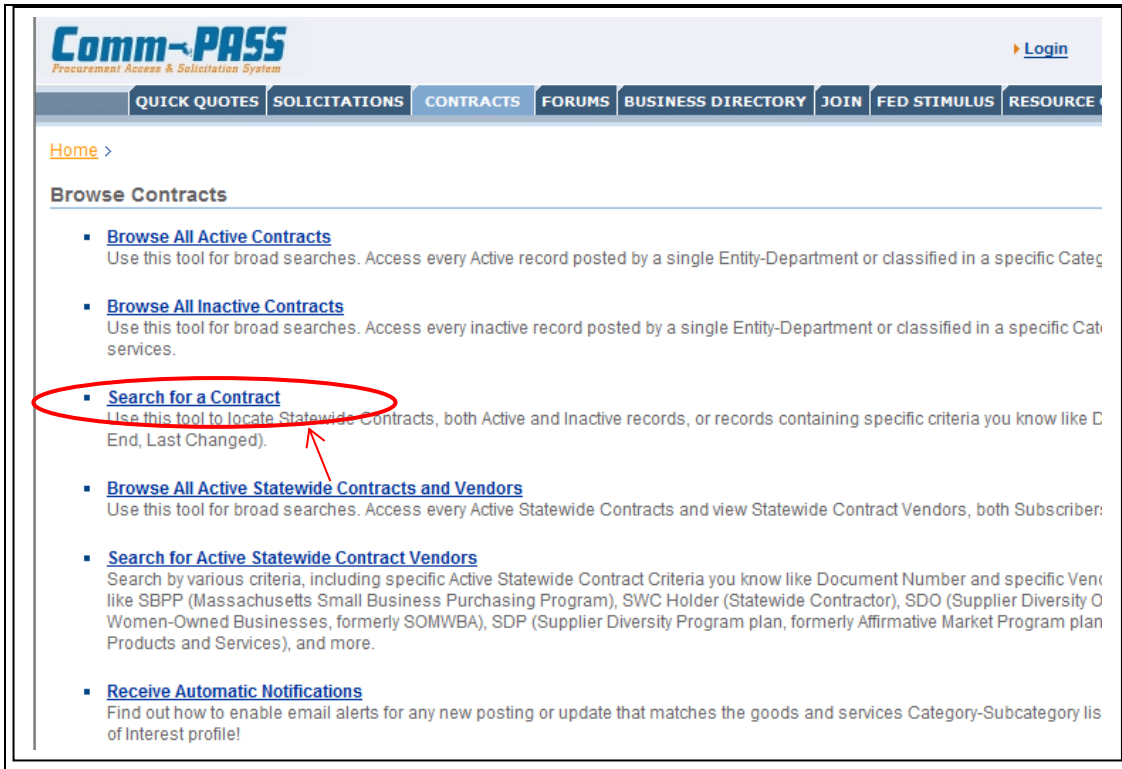
www.comm-pass.com/.

Step 2

Select the "Contracts" tab.

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| | |
|---|--|
|  <p>Comm-PASS Procurement Access & Solicitation System</p> <p>Login</p> <p>QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE</p> <p>Home ></p> <p>Browse Contracts</p> <ul style="list-style-type: none">▪ Browse All Active Contracts Use this tool for broad searches. Access every Active record posted by a single Entity-Department or classified in a specific Category.▪ Browse All Inactive Contracts Use this tool for broad searches. Access every inactive record posted by a single Entity-Department or classified in a specific Category.▪ Search for a Contract Use this tool to locate Statewide Contracts, both Active and Inactive records, or records containing specific criteria you know like Document Number, End, Last Changed).▪ Browse All Active Statewide Contracts and Vendors Use this tool for broad searches. Access every Active Statewide Contracts and view Statewide Contract Vendors, both Subscriber and Vendor.▪ Search for Active Statewide Contract Vendors Search by various criteria, including specific Active Statewide Contract Criteria you know like Document Number and specific Vendor like SBPP (Massachusetts Small Business Purchasing Program), SWC Holder (Statewide Contractor), SDO (Supplier Diversity Office), Women-Owned Businesses, formerly SOMWBA, SDP (Supplier Diversity Program plan, formerly Affirmative Market Program plan Products and Services), and more.▪ Receive Automatic Notifications Find out how to enable email alerts for any new posting or update that matches the goods and services Category-Subcategory list of Interest profile! | <p>Step 3 Select the "Search for a Contract" Link</p> |
|---|--|

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Step 4

Enter "PRF56" in Document Number Field

Step 5

Click on "Search" button

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Procurement Access & Solicitation System

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[Home](#) > [Browse Contracts](#) >

Search for a Contract

Search by Keyword

Keywords:

The keyword search is not strongly recommended since it requires you to make an EXACT MATCH. It is not case sensitive, it does asterisk (*), and does not recognize commands like "AND." For best results, leave it empty.

****AND** Search by Specific Criteria**

Statewide Contract: ☐

Contains Federal Stimulus: ☐

Contains MBE/WBE/DBE Goal: ☐

Document Number:

Document Status:

Department: [Select Department](#)

Contract Type:

Applicable Procurement Law:

Comm-PASS Category: [Select Category](#)

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Procurement Access & Solicitation System

QUICK QUOTES SOLICITATIONS **CONTRACTS** FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts >

Search for a Contract

There are 1 Contract(s) found that match your search criteria

Search by Keyword

Keywords:

The keyword search is not strongly recommended since it requires you to make an EXACT MATCH. It is not case sensitive, it does not recognize asterisk (*), and does not recognize commands like "AND." For best results, leave it empty.

****AND** Search by Specific Criteria**

Statewide Contract: ☐

Contains Federal Stimulus: ☐

Contains MBE/WBE/DBE Goal: ☐

Document Number:

Document Status:

Department: [Select Department](#)

Contract Type:

Applicable Procurement Law:

Comm-PASS Category: [Select Category](#)

****AND** Search by Date Ranges**

Step 6

The message "There are 1 Contract(s) found that match your search criteria" will appear

Click on message link

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Procurement Access & Solicitation System

QUICK QUOTES SOLICITATIONS **CONTRACTS** FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search >

Contract Search Result

One item found.

| End Date | Document Number | Title | Status | Last Changed | View |
|------------|--------------------|---|--------|--------------|----------------------|
| 06/30/2016 | PRF56DesignatedOSC | Audit, Accounting, Compliance, Security and Revenue Recovery... | ACTIVE | 05/24/2013 | View |

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[Comm-PASS System Availability](#) [Site Policies](#) [About OSD](#) [OSD Homepage](#)

Step 7

To view an active contract record you must select the Eyeglass icon in the "View Contract" column for the desired contract.

Please note: Be sure to pay attention to Last Changed date, this will help you to recognize any potential changes on the language of the OSD Update and timeline for the expiration for this Active Statewide Contract.

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search > Search Result >

Summary

Document Number: PRF56DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Document Title: Audit, Accounting, Compliance, Security and Revenue Recovery (Information Management, Security, PCI Compliance)
Document Status: ACTIVE Version: 00000

Estimated Value (US\$): Not Available Small Procurement - Estimated Value \$10,000 to \$150,000: No
Estimated Units: Not Available Large Procurement - Estimated Value greater than \$150,000: Yes

Start Date: 05/13/2013 12:21PM Last Changed Date: 05/24/2013 02:26PM
End Date: 06/30/2016 11:59PM Award Date: 03/26/2013 11:59PM
Max End Date: 06/30/2019 11:59PM
Issuer may exercise renewal options. See Rules tab for renewal information, if any.

Comm-PASS Category: Professional Services / FINANCIAL-Audit Services-Direct Pay or Contingency Pay

Procurement Type: Open to All Eligible Public Entities
Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Statewide Contract: Yes Contains Federal Stimulus: No Contains EPP: No
Contains MBE/WBE/DBE: Yes Contains Prompt Pay Terms: Yes Seek Quotes: Required

Search Key Words: PCI, Payment Card Industry, PII, Personally Identifiable Information, credit cards, debit cards, IVR, revenue

Description: This Contract includes Phase I of a multi phase Statewide Contract for Audit, Accounting, Compliance, Security and Revenue Recovery Services. This phase of this Statewide Contract replaces the expired CTRPCI2007 for Payment Card Industry (PCI) audits and adds a full suite of compliance audits and quality assurance reviews for information management systems including Payment Card Industry PCI and other Data security audits related to the collection of revenue.

Related Solicitation Number: PRF56DesignatedOSC

The **Summary Tab** is the first part of the PRF55 Statewide Contract record.

This screen provides information on Document status, start & end date, description, etc.

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Rules

Document Number: PRF56DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Contract Rules

1) Calendar Rule Type: Submit a bid per the Solicitation requirements as long as the Close Date has not been exceeded.

2) Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00
Open and competitive procurement for Goods and Services. Evaluated based on criteria designed to determine the best value to the Commonwealth. May be utilized by entities regulated under Chapter 30B if designated as Statewide by the Operational Services Division or its designee.

Contract Renewals

| Renewal Start Date | Renewal End Date |
|---|------------------|
| There are no renewals specified for this contract | |

The **Rules Tab** is where you will find the rules and regulations related to this contract.

Calendar Rule Type
Provides information regarding responding prior to the close date being allowed (open enrollment).

Applicable Procurement Law
Displays which Procurement Law this Solicitation is allocated (Statewide, Municipality, other eligible entities)

Contract Renewals
Provide information on renewal options

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Issuer(s)

Document Number: PRF56DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Forms & Terms](#) [Vendor\(s\)](#) [Updates](#) [Other Information](#)

Eligible Entities

This is a statewide procurement open for use by all eligible public entities within the Commonwealth of Massachusetts, unless otherwise noted, inc

Contact Information

Patricia Davis
E-Commerce Coordinator
Office of the Comptroller
One Ashburton Place
Boston, MA, 02108
(617) 973-2656 (Phone)
PRF56datasecurity@state.ma.us

Additional Team Members

| Team Member Name | Team Member Organization |
|------------------|---------------------------|
| Monica Middleton | Office of the Comptroller |
| Tim O'Neil | Office of the Comptrolelr |

Issuer's Tab

This tabs shows **Eligible Entities** that are allowed to utilize this contract as well as **Contact Information** if you have questions about using the contract.

***note** – Buyers should read the OSD Update before contacting the Issuer. Many times information is provided in the language of both the OSD Update (located on the Forms & Terms tab) and the RFR that may answer specific questions. When contacting the Issuer, remember to reference the Statewide Contract Number in your communication.

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Please note: On this screen you can view the PRF56 Request for Response (RFR) file, Contract User Guide, IRS Form W-9, and Commonwealth Terms & Conditions.

Forms & Terms Tab allows the buyer to see at a glance all the **forms that may be required** when purchasing from the contract.

Action – Yes/No instructs whether or not an action is required for the document.

Action Description – provides the buyer with a description of what action is needed.

View – this Eyeglass icon allows you to view the document

Select the documents and then select **Download Selected Files** to save the documents to another location.

Open the document by selecting the **Eyeglass Icon**

Select Open to View the document.



CONTRACT USER GUIDE



How to Use the PRF56DesignatedOSC Statewide Contract

Information Management, Security and Compliance Audits Including Payment Card Industry
(PCI) Data Security Standards (DSS) Compliance

| | |
|--|---|
| Contract #: PRF56DesignatedOSC | Contract Duration: 5/20/2013 to 6/30/2016 |
| Options to renew: 3 at 1 year each through June 30, 2019 | |
| MMARS #: MAOSDPRF56DesignatedOSC – Must be used by State Departments on MMARS | |
| Contract Manager: Howard Merkowitz, Deputy Comptroller - | |
| Contract Manager Email: PRF56DataSecurity@massmail.state.ma.us | |
| This contract contains: Supplier Diversity Program requirements, Prompt Payment Discounts | |
| Last change date: 5/20/2013 initial issue date. | |

Contract Summary

This Statewide Contract provides a full suite of compliance audits, quality assurance reviews and testing for information management systems and procedures, security management systems and procedures, including Payment Card Industry (PCI) compliance and other information security audits and compliance reviews of standards, systems and controls to protect personally identifiable information and other sensitive data. Includes all types of audits, compliance and quality assurance reviews and testing for information and data management systems (paper or electronic), security compliance, Executive Order 504 compliance validation, PCI compliance, physical and electronic security of records, PII and confidential information, E-discovery, data breach investigations and remediation, or other audits and compliance reviews related to data management systems and security.

This Statewide Contract has pre-qualified contractors approved by the Payment Card Industry Council to provide Qualified Security Assessor (QSA) and Approved Scanning Vendor (ASV) services as well as other data management and data security audit professionals. As this Statewide Contract is procured under the authority of the Office of the Comptroller (CTR) to implement state finance law and prescribe fiscal accountability, State Department merchants must use this Statewide Contract to procure the services of QSA professionals and ASVs for Payment Card Industry Council Data Security Standards and for other information management security compliance audits (in any branch of government) as prescribed in the [Accounts Receivable – Revenue Collection Data Security Policy](#). These services may not be independently procured under separate general procurement authority.

Contractors are listed for each of the following categories:

- A. **PCI Council Approved Quality Security Assessors (QSAs) and related QSA Consulting Services.** Only Approved QSAs can perform PCI Compliance validation. QSAs are also qualified to provide other audit, compliance review and consulting services for non-PCI related compliance audits and reviews.
- B. **PCI Council Approved Scanning Vendors (ASVs) and other Scanning and Compliance and Vulnerability Testing and Security Compliance Scans and Testing.** Only Approved ASVs can perform PCI Compliance validation. ASVs are also qualified to provide scanning and other testing and compliance services for non-PCI related compliance audits.

Read the details of the **PRF56 Contract User Guide (formerly OSD Update)** to understand how to purchase from the Statewide Contract. Included are important details regarding contract specifications, eligible entities, special instructions and/or restrictions, Vendor information, categories and zone/district details.

Please note:
Contract User Guides are issued upon release of the active contract and whenever there are changes made to the contract. It is the buyer's responsibility to read the Contract User Guide in its entirety to avoid misuse of the contract.

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search > Search Result >

Vendor(s)

Document Number: PRF56DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Summary Rules Issuer(s) Forms & Terms **Vendor(s)** Updates Other Information

7 items found, displaying all items.

| Vendor Name | Programs | Comments | Active? | Vendor Code 1 | Vendor Code 2 | View |
|---------------------------------------|----------|--|---------|---------------|---------------|------|
| Coalfire Systems, Inc. | | QSA, ASV (Scanning) and Non-PCI Data Security Audits | Yes | VC0000627543 | | |
| Compass IT compliance | | QSA, ASV, Non-PCI Security Audits | Yes | VC0000664227 | | |
| Deloitte & Touche, LLP | | Non-PCI Data Security Audits only | Yes | VC6000215679 | | |
| Ernst & Young | | Non-PCI Data Security Audits Only | Yes | VC6000238223 | | |
| FishNet Security, Inc. | | QSA, ASV (Scanning), Non-PCI Data Security Audits | Yes | VC0000432271 | | |
| Verizon Business Network Services Inc | | QSA services only | Yes | VC6000246445 | | |
| Zensar Technologies IM, Inc. | | ASV Scanning Only | Yes | VC0000380972 | | |

Currently displaying 50 records per page. Change display to [5](#), [10](#), [15](#), [25](#) records per page.

Vendor Tab

Vendors are listed in order according to the programs they are participating in. View the column headers for details on the Vendor.

Programs – these icons will identify if the vendor attributes such as SBPP participants, SDP (formerly AMP), SDO certified, EPP plan and Prompt Payment Discounts,

Comments – provide an at a glance description of vendor details, areas of service, category of services, regions, or special instructions or restrictions

Active – Yes/No indicates status for using the vendor

Vendor Code – This is the MMARS Vendor Code that you will use to encumber within MMARS. Please note: Departments must encumber using Master Service Agreement Number: MAOSDPRF56DesignatedOSC

Select the Eyeglass Icon to view vendor information, RFR response, pricing structure, Statement of Work (SOW)/Quote Form, and/or other vendor specific details that are associated with the negotiated terms and conditions of the contract.

COMMONWEALTH OF MASSACHUSETTS

*Information Management, Security and Compliance Audits,
Including Payment Card Industry (PCI) Compliance*

QUOTE FORM AND STATEMENT OF WORK (SOW)

RFR# PRF56DesignatedOSC Statewide Contract



Standards for Data Security Compliance are outlined in the Office of the Comptroller Accounts Receivable – Data Security Revenue Collection Policy. Guidance for selection of a Contractor under the PRF56 Statewide Contract is outlined in the **Contract User Guide** posted on [Comm-PASS](#) for Data Security services under this Statewide Contract PRF56DesignatedOSC. This Quote Form is used by all Commonwealth Eligible Entities to obtain quotes and complete a Statement of Work (SOW) engagement under PRF56 for Information Management, Security and Compliance Audits Including Payment Card Industry (PCI) Data Security Standards (DSS) Compliance.

For purposes of an SOW Quote, Eligible Entities are required to submit this Quote Form by email to at least two (2) Contractors authorized for QSA and ASV performance and at least three (3) Contractors authorized for Non-PCI data security SOWs unless one of the Contractors is currently engaged for the same work under prior engagement. Eligible Entities are encouraged to submit quotes to all Contractors in a category to obtain the broadest range of performance and competition. Note that Contractors are authorized to provide performance solely in their authorized performance categories as posted under the **Statewide Contract User Guide** and on [www.Comm-pass.com](#) under PRF56DesignatedOSC.

Once a Contractor has been selected, the details of the engagement (services to be performed, timeline or schedule of performance completion dates and pricing) should be completed as part of this Quote Form/SOW (and not by separate attachment), executed by authorized signatories. This SOW is not a separate contract but an engagement under the Statewide Contract PRF56DesignatedOSC incorporated by reference herein, and serves as the scope of performance and budget for this engagement.

Please note: Departments must use the Quote Form and Statement of Work (SOW) to evaluate and engage services with approved vendors